



The following ACT policies must be followed by all testing staff for state and district choice testing:

Standardized Procedures

ACT State Testing must be administered **only** on the day and at the time for which testing is scheduled by ACT. ACT provides detailed directions for selecting facilities and staff, protecting test security, and administering tests in a standardized manner. All testing personnel are required to read the materials provided by ACT, including the *Supervisor's Manuals*, and to conduct each administration in compliance with ACT's procedures. Adherence to ACT's standardized procedures is mandatory. In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and the designated state education agency in subsequent investigations and respond to requests for information in a timely manner.

Attentiveness

Testing staff must remain attentive to testing responsibilities throughout the entire administration. Reading (except the Manual), grading papers, using a computer, talking casually with other staff, or engaging in any activity not directly related to the administration is not allowed. Staff must walk around the test room to ensure examinees are working on the correct test. Walking around the test room discourages prohibited behavior and makes staff available to answer questions, respond to illness, or replace defective test materials.

Confidentiality of Examinee Information

Information about examinees is confidential, including their names. To ensure confidentiality, you and your testing staff may not copy documents containing individually identifiable information, or use such information for any purpose other than administering the tests. Questions concerning attendance or test-day procedures from parents or students can be answered within the normal confines of student confidentiality policies at your school. However, all forms and information contained in the *Supervisor's Manual* are the property of ACT and must not be shared with any person who is not part of the testing staff. Any request for copies of test date documentation (e.g., irregularity reports or timing verification forms) from any source other than ACT or the designated state education agency are to be referred directly to ACT or the state agency.

Conflict of Interest Policy

Due to potential conflict of interest, those involved in ACT test preparation activities at any time during the current testing year (September 1 through August 31) may not serve as testing personnel. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Testing Relatives

To avoid the appearance of a conflict of interest and to protect testing staff and their relatives or wards from allegations of impropriety, an individual may not serve as Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator for the state administration of the ACT, or have access to secure test materials prior to test day, if any relative or ward will be testing on the same test date *anywhere* within the state. Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Because Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators have access to secure test materials prior to test day, if a relative or ward will be testing at any school in the state for this test date, that individual must delegate all supervisory responsibilities, including the receipt and return of test materials, to a qualified colleague and notify ACT of this action prior to receipt of the test materials.

In addition, if an examinee is testing at the same school where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian must not have access to that examinee's answer folder or test materials. **ACT scores for an examinee will automatically be cancelled if that examinee:**

- tested on the same test date on which a relative or guardian served as a Test Supervisor or Back-up Test Supervisor at any school or had access to secure test materials prior to test day,**
- tested with secure materials to which a relative or guardian had prior access, or**
- tested in a room in which a relative or guardian served as a room supervisor or proctor.**

Security of Test Materials

Test materials must be kept in a locked, secure area, such as a vault or non-portable cabinet in a locked, limited access room. Only the Test Supervisor, Back-up Test Supervisor, and possibly a few specifically authorized persons may have access to the area. The Test Supervisor must protect the materials from damage, theft, or loss, and from conditions that could allow prior access to or knowledge of the tests. ACT test forms are copyrighted and cannot be photocopied or used for any purpose other than state testing. Under no circumstances is a test booklet seal to be broken by anyone other than the examinee on test day. Scores earned by examinees who may have had advance access to test content will be cancelled, and will not be reported to examinees or to educational institutions.

NOTE: This summary is **not** all inclusive. The *Supervisor's Manual* provides more complete policy and procedure information. All testing personnel are **required** to read the *Supervisor's Manual* and to comply with all policies and procedures described therein and in any supplemental policy statements provided by ACT. Please contact ACT if you have any questions regarding ACT's test administration policies.